

COMMUNITY SANITATION MANAGER

Class Definition

Under general direction, plans, organizes, and directs the activities of the Community Sanitation Division.

Distinguishing Characteristics

The Community Sanitation Manager is a division head responsible for directing the operations of the Community Sanitation Division of the Department of Public Utilities. The incumbent plans, organizes, and directs the work required for a City-wide community sanitation program. This class is distinguished from Assistant Director of Public Utilities in that incumbents of the latter have responsibility for multiple divisions. It is distinguished from Community Sanitation Supervisor II in that the incumbent of the latter assists in the day-to-day administration of the division and may directly supervise one or more program activities. This is an unclassified position in which the incumbent serves at the will of the Director of Public Utilities.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes, and directs the work of subordinate personnel engaged in the activities of street sweeping, litter control, public property maintenance, and other special community sanitation services.

Coordinates the filing of legal actions when necessary to enforce code provisions.

Analyzes utilization of personnel and equipment and makes appropriate recommendations to the department in an effort to gain full efficiency of operation.

Submits activity summaries and progress reports; supervises maintenance of time worked and leave records, and prepares memoranda for council review.

Develops and administers programs for safety and training of subordinate personnel.

Prepares budget estimates for the division and controls the expenditures of allotted funds.

Maintains the financial records and prepares the data needed to establish user rates.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the operation of community sanitation programs.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of the principles of municipal budget preparation and administration.

Knowledge of the geography of the city of Fresno.

Ability to exercise sound independent judgment within general policy guidelines.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to prepare clear and concise records, reports, correspondence, and other written materials.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor*s degree in Public Administration, Business Administration, or related field; and three years of experience with a public utilities or community sanitation program with included, or is supplemented by, two years of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver*s License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____